

## MERIT PROMOTION ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-046

OPENING DATE: 5 March 2004

CLOSING DATE: 22 March 2004

ANTICIPATED FILL DATE: 19 Apr 04

### POSITION TITLE AND NUMBER

Electronics Mechanic Supervisor ( Temp Prom)  
PDCN 40053000, MD#: 7021-800

### UNIT/ACTIVITY AND DUTY LOCATION

Maneuver Area Training Equipment Site  
(MATES), NCARNG, Ft. Bragg, NC

### GRADE AND SALARY

WS-2604-11 \$22.46 - \$26.23 per hour

### EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY**: The area of consideration for this announcement is **NCARNG TECHNICIANS ONLY**. Applications will only be accepted from current employees of the North Carolina Army National Guard with a permanent Excepted Appointment.

**HOW TO APPLY**: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is *required* that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

**QUALIFICATION REQUIREMENT**: Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's.

### KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Each applicant *must* prepare a separate (plain paper) listing to address all KSA's and explain the civilian and military work experience (*with dates*) that provided that KSA. It is *required* that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Ability to plan and organize the work of the assigned repair organization.
2. Ability to meet deadlines.
3. Knowledge of electronic functions.
4. Ability to work with others.
5. Ability to oversee and train subordinate supervisors, to deal objectively with workers and render sound supervisory decisions.
6. Ability to devise modifications and changes to improve the productivity of the work process.

**CONDITIONS OF EMPLOYMENT**: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for promotion until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/ Electronic Fund Transfer Program.

**MILITARY ASSIGNMENT:** Assignment to a compatible Warrant Officer/Enlisted position in the NCARNG is mandatory. (WQ: BR 13/14/21/91; 151A; Enl: 13, 15, 31, 33, 35, 63, MOS: 74B, 74C, 91A/W )

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:** Plans weekly or monthly work schedules and sequence of operations. Established deadlines and priorities based on established general schedules, methods and policies. Determines skills, materials and equipment required to do the work. Participates in the initial planning of current and future work schedules and development of budget requests. Provides workload data, estimates, information on staffing needs, and recommendations as the scheduling of projected work. Assigns tasks to be performed. Explains work requirements, methods, and procedures. Instructs subordinates on new procedures or methods and provides assistance on difficult or new problem areas. Reviews work in progress or on completion. Makes adjustments as necessary to effectively and economically accomplish the work. Notes and investigates work related problems and independently implements corrective actions which can be taken without affecting work operations controlled by other supervisors. Assures that equipment and material is available when needed. Coordinates work with other units. Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves leave of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Determines training needs of subordinates and arranges for its accomplishment. Counsels employees on problems. Adjusts informal complaints through discussions with employees and union representatives. Takes informal corrective action on conduct or performance problems. Initiates proposals for disciplinary action where needed. Works to achieve the objectives of Government-Wide programs and policies, e.g., equal employment opportunity and labor management relations. Promotes the participation of subordinates in programs such as the suggestion program, cost reduction program, etc. Ensures that regulations governing safety and housekeeping are observed with appropriate protective clothing and equipment being utilized. Maintains production reports and records. Periodically reviews position descriptions of subordinates for currency and accuracy. Initiates the detailing of subordinates to positions other than their own. Initiates or participates in review and improvement of work methods, organizational features, and the structuring of positions to eliminate unnecessary positions and achieve optimum content in those remaining. Performs the nonsupervisory work of the function as needed. Implements regulatory safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform such additional duties as structural fire fighting, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment, or to serve as a team member on boards to cope with natural disasters or civil emergencies. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. Individual selected will be returned to previous position held upon completion of temporary promotion.

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

**DISTRIBUTION:**

A, B, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1